



Release Notes – MEC Trial Courts – February 2019

February 28, 2019

v1.0



New Features/ Enhancements

Purpose

The purpose of this document is to notify all users of the MEC trial court system of the most recent updates that have been made to the system. This document provides details of the changes made to the MEC trial court system functionality and are noted below.

Query

The Query screen has been updated to allow **Court Users** to query cases using the following new search options:

Court Users:

- Social Security Number (**SSN**) –
 - The SSN field only accepts entry of either 4 or 9 digit numbers.
 - 4 digit number searches will return cases where the 4 digit string matches any 4 consecutive numbers in a party SSN field.
 - 9 digit number searches will only return cases where the 9 numbers entered match an exact party SSN.
- Date of Birth (**DOB**) –
 - Must use MM/DD/YYYY format for search.
 - Search results will only include cases containing parties with exact DOB matches only.
- Arrest Tracking Number (**Arrest Tracking No**) – *Criminal cases only.*
 - Search results will only include cases containing exact matches for Arrest Tracking Number entries on criminal defendant counts.

See Appendix A., Figure 1.1.

Reports

New Calendar Events Report –

Court Users:

- A new “Related Case” display checkbox has been added to the New Calendar Events Report. Court users now have the option to display any related cases on the report.
- This change applies to civil and criminal cases. However, criminal cases cannot currently be linked to other criminal cases, only to civil cases – expungements for example.
- Criminal case to criminal case linking is currently under review for potential development in the future.

See Appendix A., Figure 2.1.



Docket Sheet/Report –

All Users:

- **Active Settings / Upcoming Settings**
 - The “Active Settings” section of the Docket Report has been renamed “Upcoming Settings”
 - Only active (non-terminated/non-canceled) settings from the current day forward will display on the Docket Report.
 - Previously, all active settings were displayed, including those in the past.
 - Only “hearing” type settings are displayed; “deadline” type settings are not displayed.
 - “Upcoming Settings” will now display on the Docket Report in all cases: Chancery, Circuit, and County – civil and criminal.
 - Previously, the “Active Settings” only displayed on Circuit Criminal cases.
 - The document number associated with the active setting will now display with the setting, if a setting is associated with a document.
 - The time of the setting will now also display.
 - If there are no qualifying settings to display, “None Found” will be displayed under Upcoming Settings
- The Docket Report may now be executed using the “Enter” key, in addition to clicking the “Run” button.

See Appendix A., Figures 3.1. & 3.2.

Civil Cases Report –

All Users:

- The Civil Cases Report will now display the date of the last filing event when the “Include Last Filing Event” checkbox is selected as one of the report options.
- This change was made to the Criminal Cases Report in a previous Release and has now been applied to the Civil Cases Report.

Chancery - Civil Events

➤ Attorney E-Filing: 30 Day Closed Case Restriction – MEC Chancery Courts:

- Attorneys will no longer be allowed to e-file in chancery court cases that have been closed in MEC for more than 30 calendar days.
- Attorneys will receive an informational message and be prevented from e-filing when attempting to file in any chancery case that has been closed for more than 30 days.
- This change applies to all Attorney e-filing events in chancery courts, with the exception of filing events in the “Appeal Documents” list.

See Appendix A., Figure 4.1.



Chancery & Circuit - Civil Events

➤ New Chancery & Circuit Filing Events:

1. Clerk's Entry of Defaulter and Motion for Citation (Batch Filing)

Civil event list: Batch - Motions

Court user filing.

- Batch filing event created to allow for batch filing of Clerk's Entry of Defaulter documents.
- Does not give option to generate form, must attach own document/form.

➤ Existing Chancery & Circuit Filing Events - Updates:

1. Appeal Mandate

Civil event list: Appeal Documents

Court user filing.

- Legacy document filings may now be linked.

2. Clerk's Entry of Defaulter

Civil event list: Motions

Court user filing.

- Added option to attach document/form.
 - Previously, this event only allowed docketing of MEC generated form. Both options are given now.

3. Notice of Change of Address

Civil event list: Notices

Court and Attorney filing.

- New filings will now include the party/filer name in the docket text.

Circuit - Civil Events

➤ Existing Circuit Filing Events - Updates:

1. Scheduling Order

Civil event list: Other Orders/Judgments

Court user filing.

- Status Conference setting option added.

Circuit - Criminal Events

➤ New Circuit Criminal Events:

1. Criminal Case – Open&Assign

Criminal Case Menu: "Open a Case"

Court user filing.

- Functions similarly to the "Civil Case – Open&Assign" case opening event.
 - Opens a new unsealed criminal case and assigns the next criminal case number.



- Event will also randomly assign a judge if the court is set up to do so. The judge assignment will display at the conclusion of the case opening.

2. Criminal Case (Sealed) – Open&Assign

Criminal Case Menu: “Open a Case”

Court user filing.

- Functions similarly to the “Civil Case (Sealed) – Open&Assign” case opening event.
 - Opens a new sealed criminal case and assigns the next criminal case number.
 - Event will also randomly assign a judge if the court is set up to do so. The judge assignment will display at the conclusion of the case opening.

3. Order Reassigning Case

Criminal event list: Other Orders/Judgments

Court user filing.

- This new event has been created and added to the criminal Other Orders/Judgments event list.
- This event functions in the same manner as its civil counterpart.

➤ Existing Circuit Criminal Filing Events - Updates:

1. Calendar Entry

Criminal event list: Utility Events

Court user filing.

- Option to attach document to filing event added.
- Docket Call and Docket Recall added as settings options within this event.

2. Discovery Receipt

Criminal event list: Discovery Documents

Court and Attorney filing.

- “as to” Defendant text has been added to the docket text to indicate the defendant case as to which the filing relates.

3. Discovery Response and Demand/Request for Notice of Alibi

Criminal event list: Discovery Documents

Court and Attorney filing.

- “as to” Defendant text has been added to the docket text to indicate the defendant case as to which the filing relates.
- Text box has been added to allow attorney filers to provide additional information during filing.

4. Final Judgment (Nisi)

Criminal event list: Other Orders/Judgments

Court user filing.

- Event name updated, Nisi placed in parenthesis. Docket text updated to reflect change.
- Prompt added to set new deadline “Final Judgment Returnable.”
- Event prompts user to terminate any previously set “Judgment Nisi Returnable” deadlines.
- Sets Case Flag “Final Judgment Issued.”



5. Judgment Nisi

Criminal event list: Other Orders/Judgments

Court user filing.

- Prompt added to set new deadline “Judgment Nisi Returnable.”

6. Notice of Hearing

Criminal event list: Notices

Court user filing.

- This event has been modified to allow selection of only Hearing and Trial Settings.
- The user is now given the option to enter a description of the hearing, which is displayed in the docket text.

7. Waiver of Arraignment and Entry of Plea

Criminal event list: Waivers

Court and Attorney filing.

- The “Plea Pending” and “Arraignment Pending” Case Flags are now cleared automatically upon completion of the filing.
- This event now gives court users the option to unseal the case, if needed.

8. Waiver of Arraignment and Order Setting Trial

Criminal event list: Other Orders/Judgments

Court user filing.

- The “Plea Pending” and “Arraignment Pending” Case Flags are now cleared automatically upon completion of the filing.
- This event now gives court users the option to unseal the case, if needed.

Circuit – Case Flags

The following Case Flag options have been added to Circuit Courts, relating to criminal bonds:

- Order for Revocation of License
- Order Revoking Qualification Bond
- Final Judgment Issued
- Register as Sex Offender

These case flags may be added/removed using the “Set/Clear Flags” Utility Event (Criminal & Civil).

Circuit – Deadlines

The following Deadlines have been added to Circuit Courts, relating to criminal bonds:

- Judgment Nisi Returnable
- Final Judgment Returnable



Additional System Enhancements

- Case Participants screen - Court users will now receive an informational message when adding attorneys not registered with MEC to a case.
 - See Appendix A., Figure 5.1.
- Case Participants screen - Entry validations/requirements have been added to the Date of Birth, SSN, and Birth State fields (Court Users only) –
 - The “SSN” field now requires entry in 4 or 9 digit numeric format. No other characters are allowed.
 - Previous entries that do not conform to this standard will be displayed, but a party cannot be edited until the SSN is changed to a 4 or 9 digit number or removed.
 - The “Date of Birth” field now requires entries to be in MM/DD/YYYY format.
 - Previous entries that do not conform to this standard will be displayed, but a party cannot be edited/updated until the Date of Birth is changed to the proper format or removed.
 - The “Birth State” field has been updated to only allow a two character entry.
 - Previously, this field allowed entry of more than two characters which caused errors when saving/updating the case party.
 - See Appendix A., Figure 6.1.
- Consolidated/Related Case Filing - Text instructions received when filing in cases associated with other cases have been made clearer when contemplating e-filing in one or more of the associated cases with a single filing.
 - See Appendix A., Figure 7.1.
- Civil Electronic Appeal Record Transfer - A new progress bar has been added to the civil electronic appeal submission processing screen to provide a visual indication of system progress in bundling and transmitting selected documents to the Supreme Court.
 - See Appendix A., Figure 8.1.
- Criminal Count Disposition – When disposing criminal counts on any count disposition event/screen in MEC, a Disposition Method is now **required**.

Bug Fixes

- Fixed an issue that would result in the user receiving a blank screen and not allowed to proceed when attempting to terminate a schedule record under certain circumstances.
- Fixed an issue that occurred on cases containing many exhibits/attachments that added extra blank spaces to the Docket Report when using the Create Record on Appeal function.



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- Fixed an issue that caused the “Last Filing Event” to not properly display in some cases on the Civil Cases and Criminal Cases report when the “Last Filing Event” filter option was selected.
 - Fixed an issue when creating new calendar entries which caused the default judge selection to revert to the original presiding judge on cases that had been assigned to another judge. The default judge selection on calendar entry screens will now always display the current presiding judge to the user. The user may still select another judge.
 - Fixed an issue that occurred in rare instances where a document could be overwritten when filed at the same time as another document filing on the same district server, which required document recovery and replacement.
 - Fixed an issue where an incorrect receipt number could be generated when using the batch filing fee events (Chancery).
 - Bond Company drop-down selection lists are now properly sorted alphabetically.

Please contact the MEC HelpDesk at 601-576-4650 or helpdesk@mec.ms.gov with any questions or issues.



Appendix A



Figure 1.1 – Query – Additional Court Only search options:

MEC Civil Criminal Query EasyDocket

Query

Search

Civil Criminal All Case Types

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit

Last/Business Name Exact Like Starts With All Words Any Words

First Name Middle Name

Type Prisoner ID

****Court Only****

or search by

SSN DOB Arrest Tracking No

Court



Figure 2.1 – New Calendar Events Report – Additional report option:

MEC Civil Criminal Query EasyDocket Reports Utilities Search Logout

Mississippi Electronic Courts
Mississippi Circuit (Hinds Circuit Court - Jackson)
CIVIL DOCKET FOR CASE #: 25CI1:17-cv-00002-JAW
Internal Use Only
[Edit Case Data](#)
[Edit Case Participants](#)

Doe v. Doe
Assigned to: Jeff Weill, Sr
Related Cases: 25CI1:17-cv-00004-WAG
13CI1:17-cv-00001

Date Filed: 01/01/2017
Date Reopened: 05/01/2017
Current Days Pending: 667
Total Case Age: 717
Jury Demand: None
Nature of Suit: 1 Debt Collection

Upcoming Settings:
[7] Docket Call: 05/14/2019 - 09:00 AM

MEC Civil Criminal Query EasyDocket Reports

Calendar Events Report

Case Number

Judge
All active and inactive
Only active and assigned
Abernathy, John B.

Office
Hinds Circuit Court - Jackson
Hinds Circuit Court - Raymond
Hinds County Court - Jackson

District
15th Circuit District
16th Circuit District

Nature of Suit
0 (zero)
1 (Debt Collection)

Calendar Events
All Hearings
Allocation Hearing
Alternative Dispute Resolution
Approval of Minor Settlement

Case flags
Adjudication Order to be entered
Appeal

Case Type
Civil
Criminal

Hearing Date(s)
Set 5/14/2019 Calendar to 5/14/2019 Calendar
 Both AM PM
Time AM PM

Report Display Options

- Include docket text
- Display schedule text
- Include closed cases
- Display terminated parties
- Include terminated/continued hearings
- Show attorneys only (Civil Only)

Select Report Headers

- Exclude sealed entries
- Include sealed entries
- Mask sealed entries

Sort by Time/Entered

Run Report Clear Make these options my default

Additional Report Display Options

- Future Hearings
- Case Flags
- Related Cases
- Party Text (Criminal Only)
- Bond Information (Criminal Only)
- Pending Counts/Charges (Criminal Only)
- Disposed Counts/Charges (Criminal Only)



MEC [Civil](#) [Criminal](#) [Query](#) [EasyDocket](#) [Reports](#)

[Print Version](#)

Mississippi Electronic Courts
MISSISSIPPI CIRCUIT

Tuesday, May 14, 2019

Date/Time	Case #	Style of Case	Type of Case
05/14/19 09:00 AM	25CI1:17-cv-00002- JAW	Doe v. Doe	Debt Collection

Case Flags: CLOSED **Docket Call:** 05/14/2019

Related Cases: 13CI1:17-cv-00001, 25CI1:17-cv-00004-WAG

Parties:
Atticus Finch representing **John Doe** (Plaintiff) ,
Dan Fielding representing **Jane Doe** (Defendant)

Docket Text: [7] NOTICE:(Docket Call set for 5/14/2018 09:00 AM in Hinds - Courtroom 1 - Jackson before Jeff Weill Sr.)

Schedule Text: RE: Doc #7;Notice of Docket Call

Number of settings on 05/14/2019: **1**



Figure 3.1 – Docket Sheet/Report – “Active” Settings updates (Criminal):

The screenshot displays the MEC Docket Sheet/Report interface for a case in the Mississippi Circuit (Hinds Circuit Court - Jackson). The interface includes a navigation bar with tabs for Civil, Criminal, Query, EasyDocket, Reports, Utilities, and Search. The case title is "CIVIL DOCKET FOR CASE #: 25CI1:17-cv-00002-JAW" and it is marked as "Internal Use Only".

Case details include: Doe v. Doe, Assigned to: Jeff Weill, Sr, and Related Cases: [25CI1:17-cv-00004-WAG](#) and [13CI1:17-cv-00001](#). The date filed is 01/01/2017, and the date reopened is 05/01/2017. Other details include Current Days Pending: 667, Total Case Age: 717, Jury Demand: None, and Nature of Suit: 1 Debt Collection.

Under "Upcoming Settings", there is a setting for "[7] Docket Call: 05/14/2019 - 09:00 AM". A red box highlights this setting, and a red arrow points to it. A callout box explains: "Active *Civil* settings are displayed at the **case** level, current day forward." Another callout box notes: "Document number associated with the setting, if setting is linked."

The plaintiff is John Doe, 18445 Wertz Road, Saucier, MS 39574, represented by Atticus Finch, 123 Mockingburd Lane, JACKSON, MS 39201, 999-999-9999, Email: testpmec@gmail.com, ATTORNEY TO BE NOTICED.

The defendant is Jane Doe, represented by Dan Fielding, Mississippi supreme court test, MEC test attorney.



Figure 3.2 – Docket Sheet/Report – “Active” Settings updates (Civil):

MEC Civil Criminal Query EasyDocket Reports Utilities Search Logout

Capias Pending

Mississippi Electronic Courts
Mississippi Circuit (Clay Circuit Court)
CRIMINAL DOCKET FOR CASE #: 13CH1:18-cr-00501-1
Internal Use Only
[Edit Case Data](#)
[Edit Case Participants](#)

Case title: State of Mississippi v. Doe Date Filed: 01/31/2018
Assigned to: John Percy Allen

Defendant (1)
John Doe
24277 Thomaslawton Road
Saucier, MS 39574

Upcoming Settings:
[2] Arraignment: 03/15/2019 - 09:00 AM

Active Criminal settings are displayed per defendant case, current day forward.

Counts *Document number associated with the setting, if setting is linked.*

(1-3) - 97-17-33.F - Burglary - Vehicle, Train, Boat or Building other than Dwelling

Count Action
Sentencing Statute: 97-17-33(2).F Breaking/Entering Church or Synagogue w/Intent to Commit a Crime
Sentencing Detail: SENTENCED TO INCARCERATION, FINE Sentenced Under Section 97-17-33(2).F Total Time Sentenced: 14 Years, (5113 days) Time To Be Served: 8 Years, (2922 days) Post Release Supervision: 6 Years, (2191 days) Sentencing for counts 1 - 3 to run concurrently.



Figure 4.1 – Attorney E-Filing (Chancery) – 30 Day Closed Case E-file Restriction Message:



Figure 5.1 – Non-MEC Attorney Message – adding attorney to case:

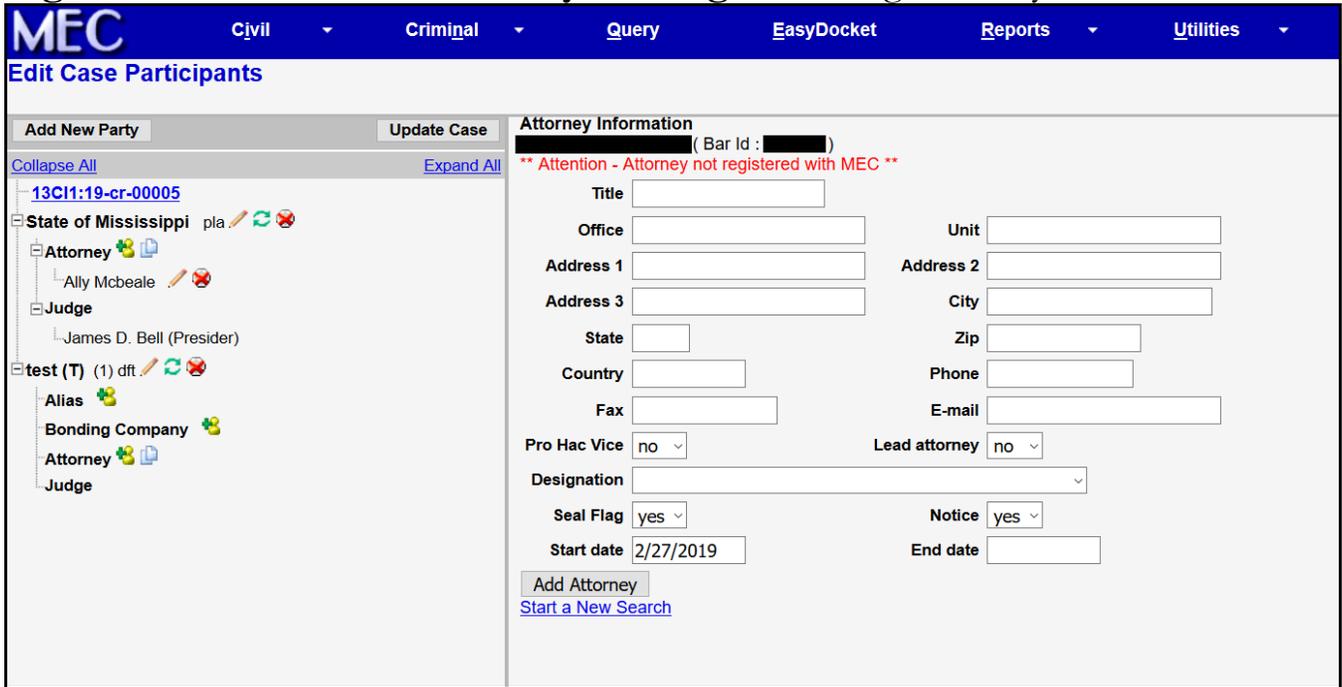




Figure 6.1 – Edit Case Participants Validations – SSN, DOB, Birth State:

MEC Civil Criminal Query EasyDocket Reports Utilities

Edit Case Participants

Add New Party Update Case

[Collapse All](#) [Expand All](#)

25CI1:17-cv-00002-JAW

- Jane Doe dft
- Alias
- Corporate Parent or other affiliate
- Attorney
- Dan Fielding
- John Doe pla**
- Alias
- Corporate Parent or other affiliate
- Attorney
- Atticus Finch
- Judge
- Jeff Weill, Sr. (Presider)

Party Information
John Doe

Title **Date of Birth**

Race Gender **SSN**

Role

Pro se

Prisoner Id Unit

Office

Address1

Address2 Show this address on the docket sheet

Address3

State Zip Country

Prison

Phone Fax

E-mail

Party text

Start date End date

Corporation Notice

Birth City Birth County

Birth State Birth Country

FBI No. Alien ID No.

 [Start a New Search](#)



Figure 7.1 – Associated Case Filing – Updated Instructions: New Screens:

The first screenshot shows the MEC interface with a navigation bar (Civil, Criminal, Query, EasyDocket, Reports) and a 'Notices' section for case 25CI1:17-cv-00002-JAW Doe v. Doe. A red box highlights the question: "Would you like to docket this filing in all associated cases?" Below it is a note: "Note: Associated cases will be presented on the next screen if you select Yes." Radio buttons for "Yes" (selected) and "No" are present, along with "Next" and "Clear" buttons.

The second screenshot shows the same interface but with a dropdown menu open. The prompt is: "Select the associated case(s) in which to docket your current filing:". The dropdown lists "ALL" (selected), "13CI1:17-cv-00001 Accurate Background & Drug Testing Services [Related]", and "25CI1:17-cv-00004-WAG ALLRED TUBING TESTERS INC [Related]". "Next" and "Clear" buttons are at the bottom.

Old Screens:

The first screenshot shows the MEC interface with a navigation bar and a 'Motions' section for case 24CI1:17-cv-09999 Miscellaneous Orders. A red box highlights the question: "Do you want to spread this docket entry?" with radio buttons for "Yes" (selected) and "No". "Next" and "Clear" buttons are at the bottom.

The second screenshot shows the same interface but with a dropdown menu open. The prompt is: "Select associated case to which text should be spread:". The dropdown lists "ALL" (selected) and "24CI1:18-cv-09999 In Re: Miscellaneous Orders [Related]". "Next" and "Clear" buttons are at the bottom.



Figure 8.1 – Transmitting Appeal to Supreme Court – processing screen:

